



This form is filled out by the Hiring Manager. The Hiring Manger seeks Departmental VP approval and submits the completed form to requeststohire@molloy.edu Request to hires are reviewed by Human Resources and Finance within 10 days of submitting the form. Once the request is approved your position will be posted to Human Resources Career Site within 2-3 business days.

Position Details.	
Hiring Manager: _____	Proposed Start Date: _____
Position Title: _____ Replacement for: _____ Resignation Notice sent to HR: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Position: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please attach justification memorandum</i> Date Position Vacant: _____
Hiring Manager Phone Ext: _____ Hiring Manager Email: _____ Department Name: _____ <i>Failure to complete will delay the processing of this form. If unsure, contact facilities.</i> Comments: _____	Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per-Diem Total Hours per Week: _____ Remote Work Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No Reduced Weeks: <input type="checkbox"/> Yes, # of weeks _____ <input type="checkbox"/> No Office Location (Room #): _____
Schedule: (If hours are non-traditional, 9am-5pm, please indicate): _____	
Hiring Manager: _____ Date: _____	
Dean: _____ Date: _____	
Department Vice President: _____ Date: _____	
Human Resources (To be filled out by HR only)	
FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt (Salaried) <input type="checkbox"/> Non-Exempt (Hourly) EEO Classification: _____	Category: <input type="checkbox"/> Administrator <input type="checkbox"/> Staff <input type="checkbox"/> Seasonal <input type="checkbox"/> Per Diem <input type="checkbox"/> Coach Position Control # _____
Assistant Vice President for HR: _____ Salary Grade: ____ Date: _____	
Finance (To be filled out by Finance only)	
Budget: <input type="checkbox"/> Yes <input type="checkbox"/> No *Out of Budget Request Comments: _____	
Controller: _____ Date: _____	
Vice President for Finance & Treasurer: _____ Date: _____	
<input type="checkbox"/> Approved for Immediate Hire <input type="checkbox"/> Approved – Deferred 30 days <input type="checkbox"/> Denied	
Comments: _____	
New Position Only	
President: _____ Date: _____	